



STATE OF IDAHO

COMMISSION OF PARDONS AND PAROLE

C.L. "Butch" Otter

Governor

Sandy Jones

Executive Director

QUARTERLY BUSINESS MEETING

DATE/TIME: July 16, 2018 13:00 p.m. MT
LOCATION: South Idaho Correctional Institution
13900 S. Pleasant Valley Road; Kuna, ID 83634

Commissioners: Cortney Dennis Karen Neill
Janie Dressen Rich Wills
Mike Matthews

Executive Director: Sandy Jones
Hearing Officer Manager: Jarod Cash
Business Operations Manager: Geraint Morgan
Hearings Manager: Maria Young

Guests: Deputy Director, Jeff Zmuda

AGENDA

1. Call to Order 13:08 – South Idaho Correctional Institution
2. Review of April 2018 Business Meeting Minutes
 - a. **Action Item:** approval the minutes. Commissioner Matthew moves to approve and Commissioner Wills, seconds.
3. Commission Business
 - a. 2019 Schedule—6-month vs. 12-month commissioner scheduling,
 - b. **Action Item:** Commissioner Matthews, will draft a scheduled to have ready at October's Meeting. Diversions will be on Wednesdays every other week, not limited to Commissioner Bostaph or Dennis, starting in September of 2018.
 - i. Director Jones is exploring options for an offsite location for parole hearings, given the challenges at SIC. However, we will give it a few months and see if things go well before making any changes.
 - c. Mail Protocol—Commissioner receiving mail to personal address or email are not to open it and forward it to the office or write return to sender. Director will respond to anyone who sends mail directly to Commissioners.
4. Executive Director's Report
 - a. Deputy Director, Jeff Zmuda -Commutations
 - i. IDOC updated on population in prisons and parole
 - b. IDOC Update—Parole Supervision
 - c. Treatment acceptance letters-Commission agrees that written letters from outpatient treatment provider are not necessary for parole decisions but housing and employment letters are still helpful and the commission would like to see them. Deputy Director Cash was asked to bring this up by outpatient treatment providers.
 - d. Legislative Update—Executive Director is not pursuing changes to legislation this year. Asking for funds for validation of parole guidelines and funds for increase in the cost of our lease. Also considering a request for a new supervisor position. Director Jones updated the status of her violations matrix technical assistance grant.
5. Executive Session
 - a. *I.C. 74-206 (1)(g) By the Commission of Pardons and Parole, as provided by law*
6. Adjourn